



National Science Foundation *Excepted Position Vacancy*

ANNOUNCEMENT NO: E20010122A

OPEN: 03/09/2001

CLOSE: UNTIL FILLED

THIS ANNOUNCEMENT WAS AMENDED TO INCLUDE THE 2002 PAY ADJUSTMENT.

THIS IS A PERMANENT POSITION.

Individuals wishing to apply for a one- or two-year visiting scientist, temporary, or Intergovernmental Personnel Act (IPA) basis see vacancy announcement number E20010123A.

POSITION VACANT: Astronomer (Program Director), AD-1330-4. Salary ranges from \$78,265 to \$121,967 per annum.

LOCATION: Directorate for Mathematical and Physical Sciences, Division of Astronomical Sciences, Advanced Technologies and Instrumentation Program/National Radio Astronomy Observatory, National Science Foundation, Arlington, VA.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement, Article VIII.

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive civil service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for temporary appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

DUTIES AND RESPONSIBILITIES: The incumbent of this position:

- Designs and implements the proposal review and evaluation process for the program to ensure adequacy of review and quality of research and awards.
- Conducts scientific/technical analyses of proposals and subfields of science. Implements the system for selecting ad hoc reviewers to meet Foundation objectives and program needs.

- Selects experts to serve as reviewers of proposals ensuring adequate representation of women, minorities and the disabled. Conducts programmatic reviews to ensure the appropriate allocation of funds for the total program.
- Negotiates revision of proposal budgets when appropriate, and serves as ongoing advisor to applicants and grantees concerning NSF policies, procedures, regulations, and program objectives.
- Conducts review of proposals and evaluates and recommends award or declination, based on scientific merit and the availability of resources, consistent with NSF policies and goals.
- Coordinates with other Federal agencies on duplicate submission, joint funding of, and cooperative support of proposals. Serves as NSF spokesperson for the program in interagency contacts.
- Provides authoritative and expert advice, interacts with other scientific experts, and is capable of speaking for the program when coordinating activities inside and outside the Division. Works with Advisory Committees and/or panels as necessary.
- Manages/monitors grants/contracts/cooperative agreements under the program's purview to ensure fulfillment of commitments to NSF. Evaluates program content by analysis, evaluation, review of publications, and site visits. Revises budgets and project descriptions as necessary, oversees management of the program, and serves as liaison with other program staff.

QUALIFICATIONS REQUIRED:

Applicants must have a Ph.D. or equivalent experience in one or a combination of astronomy, physics, mathematics, space science, or electronics or a related field of science, plus six years of successful research, research administration, and/or managerial experience beyond the Ph.D. pertinent to the position.

QUALITY RANKING FACTORS: Final ranking is based upon job-related experience, training, education, awards, performance appraisals or letters of recommendation, and the following knowledge, skills, and abilities.

- Broad knowledge and understanding of scientific principles applicable to astronomy, physics, mathematics, space science, or electronics or a related field.
- Research, analytical and technical writing skills which evidence the ability to perform extensive inquiry into a wide variety of significant issues and to make recommendations and decisions based on findings.
- Ability to organize, implement and manage a proposal-driven grant program allocating resources to meet a broad spectrum of program goals.
- Knowledge of management and organization concepts, principles, practices and techniques, with expertise in large project management and/or research administration.
- Ability to meet and deal with scientific community and peers to advocate program policies and plans.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial period may also be required.

HOW TO APPLY: You may apply for this position with a resume or other application format of your choice; it should contain the information summarized below. You must also submit a current Performance Appraisal or letters of recommendation from professionals who can comment on your capabilities. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Selective and Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also include the following information: •Specify your country of citizenship. •Your Social Security Number. •Information about your education, including your major, and type and year of degree(s). •Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you held various positions with the same employer, describe each separately. •The brochure Applying for a Federal Job provides information on the Federal job application process; it is available by calling the number listed below.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20010122. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE POSTMARKED DATE OF THIS ANNOUNCEMENT.** For technical information call Dr. Eileen Friel, Executive Officer, Division of Astronomical Sciences, on 703-292-4895. For additional information or a copy of the vacancy announcement call Adrienne M. Angevine, on (703) 292-4396. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER